



CITY OF BURBANK PARKS & RECREATION

SUMMER DAZE

EST 1984

2021 Teen Summer Daze
Parent Handbook
Olive Teen Summer Daze

CITY OF BURBANK  **PARKS AND RECREATION**

Welcome!

The City of Burbank Parks & Recreation Department would like to welcome you to our Summer Daze Program. We have prepared an exciting summer program that is sure to be a fun and memorable experience for your child(ren). Please take the time to read through this handbook as it contains valuable information including camp policies and procedures.

We are committed to having a fantastic summer through our fun recreation-based programming! Your child will be participating in daily activities such as arts, crafts, sports, cooking, field trips, events, and more which will allow them to play, discover, be creative, and create friendships. We look forward to sharing a wonderful summer experience with your child(ren)!

Sincerely,

Burbank Parks & Recreation
Summer of 2021 Team

Table of Contents

How to Register for Summer Daze	Page 3
Payment Information	
Automatic Payment Schedule	

Receipts	Page 4
Tax I.D. Number	
Cancellations & Refunds	
TEEN Summer Daze Location and Phone Number	
Camp Hours	
Late Pick-Up	

Dropping Off and Picking Up	Page 5
Camp Storage / Cubbies	
Preparing for Camp	

What to Wear to Camp	Page 6
Lost Items	
Cell Phones	
Lunch and Snacks	

Health and Wellness Policy	Page 7
Medication	
Camp Structure, Schedules, and Activities	
Bathroom Procedures	

Photography	Page 8
Movies	
Camper Behavior Expectations	
Parent Involvement	

Swim Day	Page 9
Field Trips	
Transportation	
Bus Behavior	

Authorization to Sign Out of Camp	Page 10
Camp Refund Request Form	Page 11
Prescription Medication Release Form	Page 12
Over-the-Counter Medication Release Form	Page 13
COVID-19 Acknowledgement Form	Page 14

How To Register For TEEN Summer Daze

Camp session and theme information is listed in the Summer Camps brochure.

PRE-REGISTRATION (opens March 1, 2021)

burbankparks.com

All registrants (resident and non-resident) must complete the pre-registration process prior to registering for camp sessions. The process allows you to set-up an account in the CivcRec Registration System (if you do not have one) and supply the necessary camper/emergency information required for camp.

BURBANK RESIDENT REGISTRATION (begins Saturday, March 27, 2021 at 9:00AM)

burbankparks.com

Pre-registration is required.

OPEN REGISTRATION (begins Wednesday, March 31, 2021 at 9:00AM) *Subject to availability.*

burbankparks.com

Pre-registration is required

The Burbank Parks & Recreation Department reserves the right to verify residency and age at any time. Falsifying information during the enrollment process will result in forfeiture of your camp spot(s) and you will be issued a refund minus fees in accordance with the camp refund policy.

Payment Information

Session 1 fees are due in full at time of registration A **\$50** deposit per child, per session, is required for all other sessions. Credit card must be saved on file at time of registration (Visa/Mastercard accepted).

Session balances will be charged automatically 10 business days prior to the start of the session.

Automatic Payment Schedule

SESSION	DATES	Camp Fee	Ext. Care	Automatic Payment
1	* June 1 - 4	\$132 / NR \$142	\$35	Full payment due at time of registration
2	June 7 - 11	\$147 / NR \$157	\$35	Monday, May 24
3	June 14 - 18	\$147 / NR \$157	\$35	Monday, May 31
4	June 21 - 25	\$147 / NR \$157	\$35	Monday, June 7
5	June 28 - July 2	\$147 / NR \$157	\$35	Monday, June 14
6	* July 6 - 9	\$132 / NR \$142	\$35	Monday, June 21
7	July 12 - 16	\$147 / NR \$157	\$35	Monday, June 28
8	July 19 - 23	\$147 / NR \$157	\$35	Friday, July 2
9	July 26 - 30	\$147 / NR \$157	\$35	Monday, July 12
10	May 3 - 7	\$147 / NR \$157	\$35	Monday, July 19

* No camp May 31 & July 5

Receipts

Please keep your receipts for your tax records and/or personal purpose. **TEEN Summer Daze does not distribute a cumulative total of day camp fees or reprint receipts.** Payment history can be retrieved on your CivicRec account.

Receipts for payments will be emailed to the email address in your CivicRec account. Please notify us right away if you are not receiving receipts.

Tax I.D. Number

For tax purposes, our Tax I.D. number is 95-60000683.

Cancellations and Refunds

All requests for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director in person or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at www.burbankca.gov/camps.

- A refund will be issued when request is received at least 10 business days prior to the start of the week enrolled. No refunds will be issued after this time regardless of the reason of non-attendance.
- For each week refunded, a \$10 refund fee per child, per week is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take 3-6 weeks to receive.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.

Teen Summer Daze Location and Phone Number

Olive Recreation Center, 1111 West Olive Avenue, 91506 | 818.238.5397

Camp Hours

Monday - Friday (excluding holidays)	9:00AM - 4:00PM
Extended Care Hours	7:30AM - 9:00AM & 4:00PM - 6:00PM

We are pleased to offer our TEEN Summer Daze families the convenience of extended care in the early morning and late afternoon for an additional fee of \$35 per camper, per session.

Late Pick-Up

Late pick up fees will be charged starting at 4:01 p.m. (6:01 p.m. if enrolled in extended care). The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter.

Additionally, if your child is not enrolled in extended care and you arrive before 9:00 a.m., the late fee will be administered. If your child is dropped off early or picked up late a second time during the week, you will be charged the \$35 extended care fee.

Dropping Off and Picking Up

The drop off and pick up process is contactless. Drop off requires a parent to be present during health screening and temperature check. Only a parent or a responsible adult authorized by the parent during the registration process, are allowed to pick up your camper. **A photo I.D. will be required to verify the parent's or responsible adult's identification.** If an unauthorized adult attempts to pick up your child, or if the adult's identification cannot be verified with a picture I.D., staff **will not** release your child to him/her. Changes to your authorization list (adding/deleting names) may be done with the camp director or in writing (email).

Families are highly encouraged to designate one person to drop off and pick up their camper on a daily basis. Parents will not be able to go inside the building. Please be mindful of social distancing while waiting to drop off children at camp. Specific procedures will vary by camp location and will be emailed to parents the week prior to your child's week in camp.

Drop off time will be from **7:30-9:15am**. Participants arriving after 9:15am may be required to call the designated camp facility to inform staff of your arrival. Pick up time will be from **3:45-4:15pm**, however if your child is enrolled in extended care, parent's/guardians may need to call the designated facility upon arrival.

One of the privileges allowed to our TEEN Summer Daze campers is the opportunity to sign themselves out of camp with parental permission. An ***AUTHORIZATION TO SIGN OUT OF CAMP*** form which allows the camper to sign him/herself out must be on file with the staff before a child will be allowed to leave without an adult. Please see form on page 10.

Camp Storage / Cubbies

Campers will be assigned an individual cubby in which to store their belongings during the camp day. Campers will utilize the same cubby throughout the week. All belongings must be taken home each day. Cubby spaces are cleaned and sanitized daily.

Preparing for Camp

Camp is an active environment and campers should wear comfortable clothing and athletic shoes. Sandals, Crocs, or open-toed shoes are not allowed. Shorts and a t-shirt are standard camp wear.

Send your child with the following **labeled** items daily:

- **MASK** - A clean mask is required to be worn every day. Please send an additional mask in a clearly marked plastic bag. Reusable cloth facemasks must be washed at home prior to wearing again at camp.
- **LUNCH and SNACKS** - Campers should eat a nutritious breakfast before being dropped off at camp and bring a non-perishable lunch each day. A small pre-packaged snack will be provided each morning and afternoon, however, campers may bring their own snacks. Please send utensils if needed for lunch or snack.
- **REUSABLE WATER BOTTLE** - Drinking fountain use is currently not allowed but we are more than happy to refill a camper's water bottle through our filtered water system.

Other recommended items to bring:

- ◇ Sunscreen (Some activities are outside. Be sure to apply sunscreen before arriving at camp.)
- ◇ Hat

What **NOT** to bring to camp:

- ⊗ Electronic devices such as video games and MP3 players
- ⊗ Personal toys
- ⊗ Trading cards
- ⊗ Stuffed animals
- ⊗ Expensive clothing or jewelry

What to Wear to Camp

Students must dress appropriately for all camp activities. Dress code requires that clothing be neat, clean, and fit/cover the participant in an appropriate manner. Pants and shorts should be properly hemmed and fit/be worn at the natural waistline.

Girls' tops/blouses will cover any undergarment, the chest and midriff so that they remain covered even when stretching, bending, playing sports or raising hands. Items to avoid include but are not limited to: see through tops, low cut tops, crop tops, off the shoulder or spaghetti strap tops, short shorts, short skirts, and low-rise pants and jeans.

Boys must wear pants that fit at the waist and completely cover underwear. Excessively oversized clothing is not allowed. Items to avoid include, but are not limited to: "sagging" pants or shorts which reveal underwear, pants with or without hems that drag on the ground, and belt buckles and T-shirts with inappropriate slogans, pictures, or words.

For safety reasons, shoes must be worn at all times with toes completely enclosed (NO SANDALS, HEELS, CROCS or OPEN TOE SHOES). All clothing and jewelry must be appropriate. The wearing of any article which promotes or symbolizes alcohol, drug, or tobacco use, illegal activity, profanity, gang identification or which is vulgar or offensive is not allowed. Campers should wear comfortable clothing and athletic shoes to camp. Parents will be notified of dress code violations and/or be required to bring an appropriate change of clothes for the participant. Continuous issues with dress code may result in suspension from camp.

Campers are required to wear their camp shirt on field trips and specified days only. **A \$10.00 fee will be charged for each additional T-shirt.** Some camp activities are outdoors; please apply sunscreen to your child before arriving at camp.

Lost Items

TEEN Summer Daze is not responsible for any items lost or stolen. Please mark all articles of clothing, towels, lunches and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp Lost and Found. Unclaimed Lost and Found items will be donated after 30 days.

Cell Phones

Cell phones are not necessary at camp and are not to be used during camp hours. **Campers may ask permission from the camp director to use their cell phones in certain or emergency situations.** If campers are caught using their cell phones during camp they will be collected and returned to parents or the camper at the end of the day.

We recognize that today's kids are part of the most connected generation ever, however, Teen Summer Daze kids are here to learn how to make conversation, navigate friendships and improve their social skills, among other things. If a camper is involved in texting friends or playing games on their phones then they're not engaging in Teen Summer Daze activities.

Lunch and Snacks

Campers are required to bring their lunch every day unless specified in the weekly newsletter. Campers will be very active at camp so please pack a healthy lunch. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for lunch. We offer the campers a small morning and afternoon snack. Water is readily available at all camp sites. Please send child(ren) with a refillable water bottle.

Occasionally, campers may have the option of buying/walking to buy lunch and/or snack. For days when lunch is pre-ordered, campers may bring \$5 for lunch. The lunch is a set meal (no custom orders). On days that we walk to lunch, campers may place their own order. Please send enough money for their order. Campers may bring their own lunch if they do not like the food choices and/or do not wish to participate. If we provide this option, information will be included on weekly newsletter.

Campers may bring money for the ice cream truck (up to \$5) on designated days. They will be allowed to make purchases at 4:00 p.m.

Health & Wellness Policy

The health and well being of our Teen Summer Daze campers, staff, and families is of great importance. We require that children who exhibit any common symptom of illness, whether Covid-19 related or not, stay home.

A brief health screening and temperature check of each child will be made daily as each child enters camp. Those displaying fever and/or symptoms of infection will not be permitted to stay. If a camper develops signs of illness or symptoms that prevent them from actively participating in camp, the child will be isolated from the other children and parents or guardians will be notified by phone to come pick them up. An authorized adult must arrive within 30 minutes of notification. Children who exhibit symptoms related to illness (non-Covid), may be required to be symptom free for 24-hours before returning to camp.

All staff are required to submit to a health screening and temperature check each day before entering camp. If a staff member develops signs of illness during the day, they will be sent home immediately.

Cleaning and disinfecting of frequently touched surfaces including door handles, faucets, tables, counters, toys, and equipment take place regularly throughout the day.

All activities will be structured to allow for as much social distancing as possible. Continued use and education of proper handwashing will be emphasized throughout the day.

Teen Summer Daze abides by applicable safety guidelines and protocols from the Los Angeles County Department of Health and the State of California. Guidelines and protocols may change throughout the summer.

Medication

Prescription Medication: If your child requires any medication (including an EpiPen) during program hours, you and your doctor must complete a Burbank Parks & Recreation Department Medication Release form. Summer Daze staff will administer the medication only with this form on file. Camp staff must hold all medication. Please bring in medications in their original containers. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

Over-the-Counter Medication: If your child will be taking over the counter medication (such as Tylenol, Benadryl, etc.) during program hours, we must obtain the Burbank Parks & Recreation Department OTC Medication Release Form signed by the parent. Staff will administer the medication, as needed, according to the product label only. Please bring in medications in their original containers. Camp staff must hold all medication. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

Camp Structure, Schedules & Activities

A camp newsletter will be emailed to parents by the Friday before each session of camp and are available the first day of each camp session. Please read this newsletter carefully as it will include important information about the week's activities, special events, and more. Campers will be divided into stable groups of 12, each with a dedicated room and team of counselors for the week. Campers will participate in several camp activities throughout the day. Camp activities will be structured to allow for as much social distancing as possible and will include arts, crafts, indoor/outdoor activities and games, sports, music, drama, science, nature, cooking, and more. Campers will have their own camp boxes with supplies to reduce sharing and cross contamination. TEEN Summer Daze activities and events are subject to change without notice.

Bathroom Procedures

Staff supervise all trips to the bathroom and inspect the facility prior to allowing a child to enter. The number of children that may enter the facility at any one time is dependent on the overall size of the facility (social distancing guidelines apply). Staff members stand outside the doorway to the bathroom in order to control and prevent any inappropriate activity.

Photography

Please be advised that TEEN Summer Daze participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

Movies

On occasion, movies rated PG or PG-13 are shown in camp. Please talk to camp staff if this is a concern to you. Movies are optional and campers may participate in an alternate activity if they do not want to watch the movie.

Camper Behavior Expectations

We want every camper to have the best camp experience possible. To ensure we maintain a safe environment and each camper is free to experience camp life to its fullest, we will not tolerate any behavior that takes that opportunity away from other campers.

If there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of campers. Parents will also be informed of the situation. If a child's actions are unsafe or continuously disruptive to the camp's operations, disciplinary action will be taken. Depending on the misbehavior, the child could receive a warning, a time-out, participation privileges taken away, and/or suspension or expulsion of the program.

Examples of misbehavior that could result in discipline:

1. Causing or attempting to cause physical injury to a fellow camper, staff, or member of the public
2. Causing damage to City property or private property
3. Committing an obscene act
4. Engaging in habitual profanity, inappropriate words, teasing or vulgarity
5. Willfully defying and/or disrespecting the Parks and Recreation staff
6. Engaging in bullying through verbal, physical interaction and/or electronic device
7. Running away from staff
8. Breaking the day camp rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate
10. Not following day camp policies and procedures related to social distancing, face covering, frequent hand washing and/or other safety protocols

If a child's behavior is unsafe or harmful to themselves or others, or is disruptive to the program, parents will be called to pick up their child from camp immediately. The program supervisor reserves the right to determine which consequence is appropriate for the child's actions. Please note that there is zero tolerance for physical violence and unsafe behavior, such as running away and/or hiding from staff.

Parent Involvement

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the TEEN Summer Daze staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary.

The City of Burbank Parks & Recreation Department is committed to providing safe and quality programs for your child (ren). For the safety of the children in the TEEN Summer Daze program, the City of Burbank does not allow parents/adults to volunteer or make extended visits during program hours. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers, and ensure a safer environment. In addition, parents will not be allowed to enter the center. If you need to drop off a lunch, please coordinate with camp staff using the main camp phone line.

Swim Day

TEEN Summer Daze swims once a week. Please refer to your camps newsletter for the day of the week to send your child with their swimsuit, towel, and sunscreen. **All campers are strongly encouraged to wear rash guards or swim shirts on swim days.** In order to swim in deep water or use the diving boards, campers must pass a swim test conducted by a lifeguard each week regardless of the swim level noted.

Please note that aquatics programs are also being operated under strict guidelines. Swim times may be limited and the use of diving boards, activity areas, or main pool may not be available. Swim days are not guaranteed.

Field Trips

Field trips have been cancelled for 2021. On-site performers and events have been scheduled. Please refer to the weekly newsletter for special event information.

Transportation

TEEN Summer Daze campers will usually walk to the Verdugo Aquatic Facility on swim days. If transportation is available, the camp will be transported via school bus. TEEN Summer Daze uses school buses provided by an outside transportation service, which provides experienced, state-licensed drivers. Staff and campers will need to abide by all social distancing guidelines set forth by the bus company.

While on walking fieldtrips, campers will be expected to abide by all traffic rules and stay on sidewalks and paths. Counselors are dispersed throughout the camp group.

Bus Behavior

All campers are expected to follow the following rules:

- Always listen to the bus driver and counselors
- Campers must remain seated and facing forward
- Keep hands to yourself and feet on the floor, not in the aisles or window
- Use quiet voices while on the bus
- No eating or drinking on the bus

Campers who do not follow the bus rules may be denied the privilege of attending field trips.

City of Burbank Parks and Recreation Department:

Teen Summer Daze

AUTHORIZATION TO SIGN OUT OF CAMP

Dear Teen Summer Daze Parent,

Welcome to Teen Summer Daze! One of the privileges allowed to our teen campers is the opportunity to sign themselves out of camp with parental permission. Your signature below allows your child to sign themselves out of camp with the following rules:

- Parents are required to be present during Check-In screening process.
- Campers may sign out at 4:00 p.m. Campers enrolled in extended care may sign out as late as 6:00 p.m. Extended care is an additional \$35 per week per camper.
- If a camper is not yet signed in, or already has signed out, they may not participate in camp activities. Campers may be asked to leave the facility. All park rules must be followed.
- The City of Burbank has no responsibility for the camper until he/she completes Check-In screening process with parent present.
- The City of Burbank has no responsibility for the camper after he/she has signed themselves out.
- Campers needing to sign out of camp during camp hours (9:00 a.m.-4:00 p.m.) must have written parent permission.
- Campers may forfeit the signing in/out privilege if they are found disobeying or abusing the rules.
- Parents may call 818.238.5397 to notify staff that their child will not attend, or to check if their child arrived safely.

Thank You,
Teen Summer Daze Staff
(818) 238-5397

-----Cut along this line-----

My signature below authorizes my child to sign themselves out of camp. I have read and understand the rules pertaining to campers signing out.

Camper's Name: _____ Camper's Phone Number: _____

Parent Phone Number: _____

What time do you expect your child to leave camp? _____ Sign-Out Time: _____

Additional Notes:

What other activities is your child involved in that would make them come late and/or leave early?

I authorize my child to sign him/herself INTO/OUT of camp.

Parent/Guardian Print Name: _____

City of Burbank Parks & Recreation Department

2021 CAMP REFUND REQUEST FORM

Child's Name: _____

Date of Request: _____

REFUND POLICY

All requests for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director in person or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at www.burbankca.gov/camps.

- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. **No refunds will be issued after this time regardless of the reason of non-attendance.**
- For each week refunded, a **\$10 refund fee per child, per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take 3-6 weeks to receive.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.

Please check the camp and session(s) you would like to cancel.

SESSION	DATES	CAMP	
1	June 1 - 4 (no camp May 31)	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
2	June 7 - 11	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
3	June 14 - 18	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
4	June 21 - 25	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
5	June 28 - July 2	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
6	July 6 - 9 (no camp July 5)	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
7	July 12 - 16	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
8	July 19 - 23	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
9	July 26 - 30	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
10	August 2 - 6	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
11	August 9 - 13	<input type="checkbox"/> Robert Gross Summer Daze	<input type="checkbox"/> Verdugo Summer Daze

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____

For office use only: Date Received: _____ Staff Initials: _____ Receipt: _____

PREScription MEDICATION RELEASE FORM

Child's Name: _____ Age _____ Birth Date: _____

Program Site: _____

Name of Medication: _____

Reason for Medication: _____

Time Medication is to be Administered: _____ Dosage: _____

Precise Method of Administering Medication: _____

Start Date for Medication: _____ End Date for Medication: _____

Does child possess knowledge and ability to self-administer medication? ☐ Yes ☐ No

If medication is as needed, please describe symptoms or indications that would require medication:

Special Considerations (special instructions, precautions, possible side effects, other comments):

PARENTAL CONSENT: I authorize City of Burbank Parks & Recreation Department staff to assist my child in taking the medication listed above in accordance with the instructions provided above. I understand that Parks & Recreation staff are non-medically trained personnel and that it is my responsibility to provide complete legible directions and instructions for the administering of the medication listed above. I authorize Parks & Recreation staff to communicate with the physician listed below regarding my child's medication and/or medical condition.

Parent / Guardian Signature

Date

PHYSICIAN CONSENT: I have prescribed the medication listed above for this child.

Physician Signature

Date

Print Physicians Name: _____ Phone: _____

For Office Use Only

Date Form Received: _____

Approved: Program Supervisor _____ Site Leader _____
Signature Signature

OVER THE COUNTER MEDICATION RELEASE FORM

Child's Name: _____ Age _____ Birth Date: _____

Program Site: _____

Name of Medication: _____

Reason for Medication: _____

Time Medication is to be Administered: As needed Dosage: per product label directions

Precise Method of Administering Medication: per product label directions

Start Date for Medication: ongoing-as needed for pain End Date for Medication: ongoing-as needed for pain

Does child possess knowledge and ability to self-administer medication? ☐ Yes ☐ No

If medication is as needed, please describe symptoms or indications that would require medication:

Special Considerations (special instructions, precautions, possible side effects, other comments):

PARENTAL CONSENT: I authorize City of Burbank Parks & Recreation Department staff to assist my child in taking the medication listed above in accordance with the instructions provided above. I understand that Parks & Recreation staff are non-medically trained personnel and that it is my responsibility to provide complete legible directions and instructions for the administering of the medication listed above.

Parent / Guardian Signature

Date

For Office Use Only

Date Form Received: _____

Approved: Program Supervisor _____ Site Leader _____

Signature

Signature

Summer Daze 2021
COVID-19 POLICIES & PROCEDURES
ACKNOWLEDGEMENT FORM



CAMP PROCEDURES

- **Group Size** - Campers will be divided into stable groups of 14, each with a dedicated room and team of counselors. Group size may be increased to 20, if and/or when permitted by the County of Los Angeles.
- **Social distancing** – Camp activities will be structured to allow for as much social distancing as possible.
- **Cleaning/disinfecting** - Classrooms, bathrooms, toys, equipment and other high-touch surfaces will be cleaned and sanitized on a regular basis. Campers will also have their own box of supplies, with items such as scissors, markers, paint brushes, etc. in order to reduce sharing and cross contamination.
- **Handwashing** - Regular handwashing will be enforced for staff and campers.
- **Face coverings** - Children are required to wear masks that cover the nose and mouth at all times except during meal periods. Parents must send their child to camp with a clean mask that fits properly on a daily basis, along with an extra mask should the first one get wet and/or dirty.
- **Drop off and pick up** - Families are highly encouraged to designate one person to drop off and pick up camper on a daily basis. Parents are not allowed in the camp room and check-in will take place outdoors. Please be mindful of social distancing while waiting to check children into camp. Masks are required for anyone dropping off or picking up children.
- **Field trips and swimming** – Field trips will be limited to those within walking distance of the day camp. Swimming days will depend on operations at the Verdugo Aquatic Facility and McCambridge Pool.

HEALTH POLICIES

- Parent is responsible for screening themselves and their child at home for symptoms of COVID-19, including fever higher than 100.4 degrees or feeling feverish (chills, sweating), new cough (different from baseline), shortness of breath, muscle or body aches, diarrhea or vomiting, new loss of taste or smell. Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days, including at least 24 hours without a fever (without fever-reducing medication), and improvement in other symptoms.
- Additional health screening will take place upon arrival at camp, including a temperature reading and general questions regarding COVID-19 symptoms and/or exposure. Parent must be present for this screening.
- Children will not be allowed to attend camp if they or any household members have a fever higher than 100.4 degrees or display other symptoms of COVID-19 as listed above. Camper cannot return to camp for at least 10 days, including being fever free for at least 24 hours without the use of fever reducing medication. Campers may be allowed to return sooner with a doctor's note unless the camper is required to self-quarantine under the County's Public Health Order.
- Children who become sick during the camp day will be separated from the group and sent home immediately.
- Parents must notify camp staff if their child or any household member tests positive for COVID-19. In such a situation, the camper may not return to camp until they are allowed to exit self-isolation or self-quarantine under the County's Public Health Order.
- Camp staff will adhere to the same health guidelines as described for campers, including daily health screenings and a return-to-work policy that includes 10 days of isolation and being fever free for at least 24 hours. Camp staff are also required to wear masks at all times while at work.
- Children who exhibit symptoms of illness that are not listed above may be required to be symptom-free for 24-hours before returning to camp. See Parent Handbook for additional information regarding the Health & Wellness Policy.

The City of Burbank Summer Daze Camps are currently operating under the County of Los Angeles Department of Health Protocols for Day Camp and Decisions Pathways. Detailed information can be found at:

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_DayCamps.pdf

PARENT ACKNOWLEDGEMENT: I understand the policies and procedures listed above for day camp and agree to abide by them. I also understand these policies and procedures may change in accordance with updated guidelines and safety protocols from the Los Angeles County Department of Public Health. I agree to inform my child of policies regarding face coverings, social distancing and frequent hand washing. I understand that my child may be suspended and/or expelled from camp if he/she is unable to abide by these policies.

Name of child (ren). Please list all children enrolled in Summer Daze day camp:

Signature of Parent/Guardian: _____ **Date:** _____